

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AFMC POLICY DIRECTIVE 63-2**

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**Acquisition**

**AFMC LIAISON OFFICE**

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**SUMMARY OF REVISIONS**

Updated OPRs and added MAJCOM Priorities web page. Added role AFRL Commander's Representative.

1. The purpose of this policy directive is to identify and define the roles and responsibilities of the AFMC liaison offices. The AFMC liaisons are our senior-on-site representatives at other Air Force MAJCOMs. They play a vital role in identifying and satisfying the users' needs.

2. The liaisons:

- 2.1. Establish a teamwork relationship with the using command headquarters staff to provide a day-to-day interface between AFMC and the using command.
- 2.2. Establish a teamwork relationship with the using command headquarters and single managers, Air Force Research Laboratory, and other AFMC organizations providing products and services to the using command.
- 2.3. Develop expertise and assist using commands with AFMC processes designed to meet their needs such as: Technology Master Process, MAJCOM days, and the MAJCOM Priorities process.
- 2.4. Understand using command processes and assist AFMC organizations in interfacing with the right people at the right time to meet the users' needs.
- 2.5. Communicate frequently with HQ AFMC staff directors, center commanders, Program Executive Officers, single managers, laboratory directors/commanders, and their staffs on using command activities and issues that need attention, and on how our efforts to satisfy their needs are perceived.
- 2.6. Engage our product and service providers to assure they are aware of customer support issues and facilitate responsive resolution as team members.
- 2.7. HQ AFMC/DR shall appoint a liaison to act as Chief of the AFMC Liaison Office at each user MAJCOM headquarters. AFRL/XP shall appoint a laboratory commander's representative to each

AFMC liaison office. In the interest of providing a consolidated, single face-to-the-customer for AFMC, command liaisons and AFRL commander's representatives work in partnership to coordinate all liaison activities with the MAJCOMs.

**3.** Teamwork and effective communications are vital to the success of our liaisons. I encourage each center commander and program director to form a close relationship with the appropriate liaisons. The liaison is the central point of contact for all AFMC-sponsored visits with the user MAJCOM headquarters. Notify them before any visit. Please make sure you place the liaisons on distribution lists for all correspondence to their MAJCOM headquarters.

**4.** The liaisons are located at the following MAJCOM headquarters: USAFE, PACAF, AMC, AETC, AFSOC, ACC and AFSPC. A current listing of the AFMC liaisons can be found on the worldwide web MAJCOM Priorities home page: <https://afmc-dr.wpafb.af.mil/mp/majcom.htm>.

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Commander